

2000

Shepard Broad Law Center Student Handbook

Nova Southeastern University

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Welcome to the Nova Southeastern University
Shepard Broad Law Center
Student Handbook

Law Center Telephone Directory

| <u>Department</u> | <u>Telephone Number</u> |
|---------------------------|-------------------------|
| Admissions | 262-6117 |
| Administrative Operations | 262-6108 |
| Alumni and Development | 262-6111 |
| Bookstore | 262-4750 |
| Computer Services | 262-6199 |
| Financial Aid | 262-7412 |
| Housing | 262-7052 |
| Information Desk | 262-6100 |
| Library | 262-6219 |
| NOVALERT (emergency) | 262-8999 |
| NOVALERT (non-emergency) | 262-8981 |
| Clinic | 262-6063 |
| NSU Main Switchboard | 262-7300 |
| University Registrar | 262-7400 |
| Student Services | 262-6129 |
| Student Life | 262-1400 |
| Transcripts | 262-7456 |
| Wellness Center | 262-7052 |

Academic Curriculum: Required and Recommended Classes

DAY STUDENTS

FIRST YEAR CLASSES-ALL MANDATORY:

Fall:

Contracts
Criminal Law
Torts
LSV I

Winter:

Civil Procedure
Constitutional Law I
Property
LSV II

SECOND YEAR CLASSES:

Fall:

LSV II (graduation requirement)
Constitutional Law II (grad. req.)
Corporations
Evidence (Fall semester only)
Income Tax (Fall semester only)

Winter:

LSV IV (graduation requirement)
Professional Responsibility (grad. req.)
Criminal Procedure
Family Law
Wills & Trusts

THIRD YEAR CLASSES:

Agency
Florida Con Law
Real Estate Finance
Remedies
Sales
Interviewing, Counseling, Negotiation and/or Trial Ad Techniques (open to Litigation Track)
Pre Trial and/or Trial Ad (open to Transactional Track)
Writing requirement (graduation requirement) (satisfied through any seminar class or 2 credit Supervised Research or satisfactory Law Review/Journal paper. Must earn C+ or better in seminar or Supervised Research.)

During the second year, Constitutional Law II, Lawyering Skills & Values III & IV, and Professional Responsibility are required. The following are second year preference courses: Corporations, Family Law, Criminal Procedure, Income & Tax, Evidence, and Wills & Trusts. Second year students have priority for winter sections of Trial Advocacy.

The faculty voted to give second year students preference for these courses because each is a prerequisite for at least one upper level course. If you take these courses during your second year, you increase your likelihood of being admitted to advanced courses in your area(s) of interest. If you do not take these courses during your second year, you risk being closed out as a third year student.

Second year students must select either a Litigation Track or a Transactional Track for LSV III and IV. Once you make this selection, you cannot change tracks during or between fall and winter semesters. LSV III will be offered in the fall and LSV IV will be offered in the winter, and will be generally scheduled on weekday evenings or on weekends.

Students in the Litigation Track will develop a case from the initial client interview, through fact investigation, research and writing activities, the filing of pleadings, motion practice, discovery practice, trial and appeal. Students in the Transactional Track will develop a case from initial client interview, through planning, legal drafting, client counseling, research and writing activities, selection of business entity, start-up, operation and dissolution of a business entity, and a multiparty negotiation. Based on your decision, and your intention to take clinic in your last year, the importance of registering in the appropriate courses at the optimum time becomes essential.

The Code of Academic Regulations is the official source of the Law Center's graduation requirements. This summary and worksheet have been prepared to assist you in self-evaluating your progress towards graduation. Please also refer to the Code of Academic Regulations.

EVENING STUDENTS

FIRST YEAR CLASSES-ALL MANDATORY:

Fall:

Contracts
Torts
LSV I

Winter:

Civil Procedure
Property
LSV II

SECOND YEAR CLASSES:

Fall:

Con. Law I (graduation requirement)
Criminal Law (graduation requirement)
Wills (even years)
Income Tax (odd years)

Winter:

Criminal Procedure (odd years)
Family Law (even years)
Corporations
Trusts (odd years)
Con Law II (even years)
Evidence

THIRD YEAR CLASSES:

Fall:

LSV III
Wills (even years)
Income Tax (odd years)

Winter:

LSV IV
Criminal Procedure (odd years)
Family Law (even years)
Professional Responsibility
Trusts (odd years)
Con Law II (even years)

THIRD AND FOURTH YEAR ELECTIVES:

Agency
Florida Con Law
Real Estate Finance
Remedies
Sales
Interviewing, Counseling, Negotiation and/or Trial Ad Techniques (open to Litigation Track)
Pre Trial and/or Trial Ad (open to Transactional Track)

In the first three semesters you are required to complete all first year classes. The seven preference courses are: Corporations, Family Law, Trusts, Criminal Procedure, Income Tax, Evidence, and Wills. The required courses are: Constitutional Law 2, Lawyering Skills & Values III & IV, Professional Responsibility, and Upper Class writing requirement.

The faculty voted to give preference to second and third year part-time students for these courses because each is a prerequisite for at least one upper level course. If you take these courses when offered in your second and third year, you increase the likelihood of being admitted to advanced courses in your area of interest.

The Code of Academic Regulations is the official source of the Law Center's graduation requirements. This summary and worksheet have been prepared to assist you in self-evaluating your progress towards graduation. Please also refer to the Code of Academic Regulations.

DEGREE APPLICATIONS: All prospective graduates must file a degree application with Student Affairs. Degree applications are available from Student Affairs. June graduates must file by the preceding October 1; January graduates must file by the preceding May 1. Applications will be reviewed in the order received. A late application may result in graduation being delayed.

HOURS/G.P.A.: In order to be recommended to the Trustees of the University for the degree of Juris Doctor (J.D.), a student must complete a minimum of 90 hours of credit with a cumulative grade point average of 2.0 or better. You cannot count more than 14 hours of non-classroom credit toward the 90 hours needed for graduation. Each category of non-classroom credit has a maximum number of credits indicated below:

- a. Clinic (max. 6)
- b. Law Review (max. 5)
Trial/Moot Court (max. 4)
Law Journal (max. 5)
- c. Guardian Ad Litem (max. 2)
Judicial Administration (max. 2 externship credits)
Street Law (max. 2)
Supervised Research (max. 2)
Non-Law (max. 4)
Caracus Internship (max. 1)
Mediation (max. 1)

WRITING REQUIREMENT: The writing requirement is generally met by earning a grade of C+ or better in a course specifically designed as a seminar. You can also meet the writing requirement by earning a C+ or better in 2 hours of Supervised Research with a full-time faculty member. Some students meet the requirement through Law Review or Law Journal papers.

OTHER REQUIREMENTS: You cannot graduate if your transcript reflects missing grades or incompletes. It is important to note your file must contain the following: an LSDAS report, an official validated transcript, sent directly to the Law Center from each undergraduate and graduate school you have attended, and an executed Honor Code form. You must also be sure to clear your financial accounts with the Law Center, the Law Library, and the University. Incomplete records and outstanding accounts will delay your graduation and bar certification.

RESIDENCY AND RESIDENCY COMPUTATION

Shepard Broad Law Center holds 70 residency days of class every Fall and Winter semester. Part-Time students earn 56 residency days each Fall and Winter. To graduate, a student must accumulate 415 full-time equivalent residency days (an ABA requirement) in addition to meeting all course, grade, and financial requirements. Full-time students can accumulate these days in 6 fall/winter semesters or 5 fall/winter semesters and 2 summer terms. Part-time students can accumulate these days in 8 fall/winter semesters or in 7 fall/winter semesters and 2 summer terms. Residency is technically counted in days. Taking less than a full load or attending courses at another law school may result in insufficient residency. Summer programs abroad almost always result in insufficient residency days under the American Bar Association standards. Contact Student Affairs if you deviate from the regular program.

Fall/Winter Semesters

Full-time students earn 70 residency days per semester if they (1) take at least 10 credits; (2) successfully complete at least 9 credits; and (3) are employed 20 or fewer hours per week.

Students who take fewer than 10 credits and/or earn passing grades in fewer than 9 credits earn a reduced number of residency days.

Irrespective of the number of credits taken or passed, students are considered part-time for any semester in which they are employed more than 20 hours per week.

Part-time students earn 56 residency days per semester if they take and successfully complete at least 8 credits. Students who take fewer than 8 credits or earn passing grades in fewer than 8 credits earn a reduced number of residency days.

Summer Terms

Full-time students earn full residency days per term if they (1) take at least 5 credits of full summer classes; (2) successfully complete at least 5 credits; and (3) are employed 20 or fewer hours per week.

Students who take fewer than 5 credits or successfully complete fewer than 5 credits during a Summer term earn a reduced number of residency days. Students who successfully complete one or more "mini-courses" during the summer should check earned residency at Student Affairs.

Intensive Trial Advocacy

Students may earn residency days for enrollment in Intensive Trial Advocacy. The exact number of days will depend on the number of days the particular Intensive class meets.

Residency at Other Law School

The residency tables use ABA rules in determining the amount of residency days earned by full- and part-time students attending Shepard Broad Law Center.

Students attending another law school on a transient basis (or who have transferred here from another law school) will have their residency based on (1) the number of residency days offered by the other school; (2) the number of credits taken and passed; and (3) their status as full or part-time at the other school.

Warning: Summer Abroad programs generally do not include sufficient class days to qualify for full summer residency. These programs offer valuable academic experiences. However, students planning to complete their studies after five full semesters and two summer terms may be unable to do so if one of the summer terms was taken in a Summer Abroad program.

Student Affairs will work with affected students to determine the appropriate residency credit from the other school. Students must consult that office before attending another school (on a transient basis) so that a residency shortfall does not delay their graduation.

GRADUATION REQUIREMENTS WORKSHEET

NAME: _____ DATE: _____

S.S#: _____

LSAT: _____ Official transcripts: _____ ANTICIPATED GRADUATION DATE: _____

_____ credits are required for graduation with a cumulative g.p.a. of 2.0 or better. Each student must successfully complete each of the following required courses.

- _____ First Year Courses (Contracts, Torts, Constitutional Law I, Criminal Law I, Civil Procedure, Property)
- _____ Lawyering Skills and Values I, II, III, IV _____ Constitutional Law II
- _____ Professional Responsibility
- _____ Writing Requirement: (is met by earning a grade of C+ or better in Supervised Research (2 credits), any Seminar class, or Law Review/Law Journal paper)

| (Course) | (Grade) | (Credit) | (Term) |
|----------|---------|----------|--------|
|----------|---------|----------|--------|

You need the equivalent of 6 semesters of residency (420 days) to graduate. If you have successfully completed 5 Fall/Winter semesters with at least 10 credits each and 2 Summer sessions with at least 5 credits of full summer classes each, you will generally meet this requirement. If you intend to graduate early by attending summer sessions, please check with Student Affairs to confirm that you will have sufficient residency. No residency is earned for Summer Conditional and the grades are not included in your g.p.a., but the 6 credits earned do count toward graduation.

| TERM | CREDITS | RESIDENCY EARNED |
|------|---------|------------------|
|------|---------|------------------|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
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| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

NOTE: _____

ACCORDING TO OUR RECORDS, IF YOU SUCCESSFULLY COMPLETE _____ CREDITS FOR THE _____ SEMESTER, YOU WILL HAVE EARNED _____ CREDITS AND _____ DAYS OF RESIDENCY. IF YOU HAVE ANY QUESTIONS, PLEASE COME TO STUDENT AFFAIRS.

GRADUATION DATE AND CERTIFICATION TO THE BAR

A student formally graduates on the day the University Board of Trustees confers his or her degree. You will receive your diploma shortly after conferral. The operative date for eligibility to sit for the Florida Bar is the date you completed the requirements for graduation. The term "completed the requirements for graduation" refers to the time when completion of requirements for graduation is recorded in the office of the law school dean or administrator.

The Law Center sends a completed "Certificate of Dean of Law School" (Form 3) and an official transcript to the Florida Board of Bar Examiners for each graduate. You do not need to request that this be done. If you are taking the Bar Exam in another state, however, you must specifically request in writing that we provide that Bar with information. You may do so by submitting a completed "Request to Send Information to a Third Party and Release" form to Student Affairs. For an out-of-state bar, it is your responsibility to provide us with any necessary forms and to do so in a timely manner. If no standard form is required, your written request must specify the precise information to be provided.

SEMINARS

Seminars are 2 credit writing courses that can be used to satisfy the upperclass writing requirement. Seminars are limited to 20 students and are taught by full-time faculty members in their areas of expertise. Students enrolled in seminars prepare research papers for their grade: a C+ or better is required to satisfy the writing requirement. Faculty can admit 2 students by Instructor's Permission rather than through the normal registration process if requested by the Professor before the registration period begins.

WORKSHOPS

Workshops are 2 credit lawyering skills courses. Workshops are limited to 20 students (24 when a faculty member requests the larger number). They can be taught by full-time or adjunct faculty members in their areas of expertise. Students enrolled in workshops perform various lawyering skills--for example, drafting documents and negotiating agreements for their grade. **Workshops do not satisfy the writing requirement.** Full-time faculty members (but not adjuncts) can admit 2 students by Instructor's Permission rather than through the normal registration process if requested by the Professor before the registration period begins.

COURSES BY AREAS OF CONCENTRATION

Administrative Law and Government Regulation

Administrative Law, Admiralty, Aviation Law, Banking Law, Consumer Protection, Copyright and Trademark, Defamation and Privacy, Employment Discrimination, Employment Law, Environmental Law, Immigration Law, Juvenile Law, Labor Law, Land Use Law, Land Use Planning, Legislation, Local Government Law, Products Liability, and Securities Regulation

Business and Commercial Law

Agency and Partnership, Arbitration, Banking Law, Bankruptcy Law, Bankruptcy Workshop, Business Planning Workshop, Consumer Protection, Contracts, Corporate Workshop, Corporations, Defamation and Privacy, Insurance, Negotiable Instruments, Products Liability, Sales and Sales Financing, Securities Regulation, Selected Issues in Corporate Law and Torts.

Constitutional Law, Civil Rights, and Criminal Law

Advanced Criminal Law, Advanced Criminal Procedure, AIDS, Bioethics Seminar, Children's Rights Seminar, Civil Rights Litigation Seminar, Civil Rights of Persons with Differing Abilities, Constitutional Decisionmaking, Constitutional Law I and II, Criminal Law, Criminal Procedure, Current Constitutional Problems, Drug Enforcement Seminar, Federal Jurisdiction, Florida Constitutional Law, Law and the Elderly, Media Law Seminar, and Scientific Evidence.

Family Relations and Estates

Children's Rights Seminar, Estate and Gift Tax, Family Law, Family Law Litigation Workshop, Guardian ad Litem, Introductory Estate Planning Workshop, Juvenile Law, Probate Law Workshop, and Wills and Trusts.

International and Comparative Law

Admiralty, Aviation Law, Comparative Law, Immigration Law, International Arbitration, International Business Transactions, International Human Rights, International Law, International Litigation, International Regulation of Trade, International Tax.

Legal Theory, History and Interdisciplinary Studies

Advanced Research Techniques, AIDS, American Legal History, Civil Rights of Persons with Differing Abilities, Jurisprudence, Law and Literature Seminar, Law and Psychiatry, Legal Process, Psychology for Lawyers, Sports Law, and Street Law.

Real Property

Advanced Real Property, Condominium Law, Environmental Law, Land Use Planning, Landlord and Tenant Workshop, Property, Real Estate Finance Law, and Real Property Workshop.

Taxation

Business Planning Workshop, Corporate Tax, Estate and Gift Tax, Income Tax (Federal), Introductory Estate Planning Workshop, and International Law.

Trial and Appellate Advocacy, Practice, and Procedure

Alternative Dispute Resolution, Appellate Practice Workshop, Arbitration, Civil Procedure, Civil Rights Litigation Seminar, Clinical Legal Education, Conflict of Law, Criminal Procedure, Evidence, Family Law Litigation, Federal Jurisdiction, Guardian Ad Litem, Interviewing, Counseling and Negotiation, Judicial Administration, Lawyering Skills and Values, Moot Court, Pretrial Practice, Professional Responsibility, Remedies, Scientific Evidence Workshop, and Trial Advocacy.

NON-CLASSROOM CREDITS

1. A.T.L.A.

A.T.L.A. (Association of Trial Lawyers of America) is an organization dedicated to improving courtroom skills. Nova Southeastern has its own student A.T.L.A. organization open to all students. Nova Southeastern's A.T.L.A. chapter provides its members with numerous opportunities to enhance their trial skills through intra-school competitions, and national and state interscholastic competitions.

A.T.L.A. sponsors an intra-school mock trial competition every fall and winter semester. Each competition is available to all second and third year A.T.L.A. members who have completed or are currently enrolled in Evidence. First year students have the opportunity to act as witnesses. Critiques by local judges and attorneys who judge the competitions provide invaluable advice without the pressure of grades.

These intra-school competitions and A.T.L.A.-sponsored try-outs serve as a conduit for prestigious national and state competitions. Students selected as team advocates by the faculty work closely with faculty coaches to prepare a mock case for trial. During the competition, these Nova Southeastern advocates will try that case several times against teams from other law schools under actual courtroom conditions and before independent judges. Each advocate receives 2 academic credits for his/her work.

These activities provide A.T.L.A. members with opportunities to enhance their trial skills in ways which are unavailable through the regular law school curriculum. A.T.L.A. welcomes all first year students to the Law Center and hopes that each one will join us in the pursuit of courtroom excellence.

2. CLINIC

Please view clinic descriptions on the Law Center website.

3. GUARDIAN AD LITEM PROGRAM (Adjunct Professor M. Rocque)

Course Materials: Supplementary Book and Class Handouts

Course Requirements:

- a. Write one research paper of approximately 8 to 12 pages concerning guardian law or a related issue.
- b. Complete one guardian case as assigned by the Guardian Ad Litem Program of the 17th Judicial Circuit or other equivalent program.
- c. Attend all classes and lectures which are a part of the Guardian class.
- d. Maintain detailed records of all case-related activities.

Evaluation Criteria

- a. Term Paper, attendance, and case activity
- b. Grade (pass/D/fail)

4. ILSA JOURNAL OF INTERNATIONAL & COMPARATIVE LAW

The *ILSA Journal of International & Comparative Law* is a student edited law review, published three times annually under the auspices of the International Law Students Association. The Journal publishes articles, notes, and comments, which address topics related to international and comparative law issues. These articles are authored by students, professors, practitioners, and government officials from all parts of the globe.

Members of the *Journal of International & Comparative Law* include editors, associate editors, staff members, and candidates. The *Journal's* Board of Editors is comprised of an editor-in-chief, managing editor, executive editor, lead articles editor, lead technical editor, technical editor, and associate editors. The Board of Editors is made of third year students, elected by the graduating Board, based on their performance as second year staff members. The staff is comprised of second and third year students.

There are two ways to become a *Journal* staff member. First year students at the top of their class are issued invitations, after their first or second semester, to become candidates for staff membership in their second year. The *Journal* also conducts a write-on competition each year after final exams. First and second year students, with a grade point average of 2.5 or higher, are eligible to become staff members by participating in the write-on competition. The write-on competition consists of writing a short paper, based on an international issue, with sources provided by the *Journal*.

Once students become candidates either by grading on, or through the write-on competition, there are three requirements. First, staff members must fulfill all assignment obligations as directed by the Board of Editors. Second, each staff member must choose an issue and write a publishable quality article, comment, or note, on an international law issue. Candidates may write this paper either during the summer or fall semester, after being accepted as candidates. Students may opt to submit this paper to the faculty to meet the writing requirement. Papers that receive a grade of C+ or higher fulfill the writing requirement. Finally, all staff are required to take at least one course in International Law before graduating. Staff members who complete these requirements are certified to the faculty to receive one credit for each year of membership.

Membership on a legal publication is an invaluable opportunity for any law student. The *Journal of International & Comparative Law* offers students a chance to be published and an opportunity to add an impressive credential to their resumes. *Journal* membership also offers students an opportunity to hone and perfect their writing and research skills which are much in demand by employers. Finally, *Journal* membership affords students an opportunity to represent Nova Southeastern by traveling to ILSA conferences, held in past years in New York City, Chicago, and Washington, D.C.

5. LAW REVIEW

The *Nova Law Review* is a student-run organization, which publishes three issues each year. The *Law Review* consists of second and third year students (staff members) and is run by a Board of Editors. These positions include Editor-in-Chief, Executive Editor, Lead Articles Editor, Technical Editor, and several Articles Editors.

The overriding purpose of the *Nova Law Review* is to publish scholarly and timely works, written by practitioners as well as students on the *Review*. In keeping with this purpose, the *Review* has published issues concerning the twenty-fifth anniversary of the Florida Constitution, the legal ramifications of drug use in the workplace, the AIDS virus, and Hurricane Andrew. As a result of the *Law Review's* commitment to publishing articles on the timely legal issues, articles have been cited by the Florida District Courts of Appeal, the Florida Supreme Court, and the United States Supreme Court.

The *Nova Law Review* has much to offer a law student. The task of editing and producing a finished journal enhances a student's reading, writing, and research skills. Also, a great deal of personal satisfaction is derived from participating in the publication of an outstanding journal of legal scholarship. As a member of *Law Review*, a student gains a significant advantage in the competitive legal job market, because many law firms often list law review as a prerequisite for a prospective employee.

Students who achieve a high level of academic excellence in their first semester of law school are invited to become members of the *Nova Law Review* as "grade-on candidates." Every year the Board of editors establishes the required level of academic achievement necessary to become a grade-on candidate.

Grade-on candidates are required to write a paper on the topic of their choice, receiving assistance from an Articles Editor. Candidates become members once their paper are accepted according the procedure outlined in the *Nova Law Review's* by-laws, and such membership depends upon fulfilling all staff duties and obligations during the following year.

First and second year students with cumulative grade point averages of 2.50 or better may join the *Nova Law Review* through a "write-on" competition. These students must write a ten to twelve page paper in the format of a closed, abridged law review article over a five day period. All writers are assigned the same topic and materials as selected by the Executive Editor. Those students whose papers are accepted through a majority vote of the Board of Editors are considered candidates. These students, with the assistance of an Articles editor, are required to write a paper on the topic of their choice. The candidate is then selected in the same manner and subject to the same conditions as grade-on candidates.

Writing a paper of outstanding quality for membership to the *Nova Law Review* is a challenging and rewarding experience. More important, students who participate may have their papers published in the *Nova Law Review*. The Board of Editors is committed to publishing a number of scholarly written student articles in every volume.

Each member of *Law Review* receives one credit per year. Only those members who satisfy their responsibilities and obligations are recommended for Law Review credit.

Participation on the *Nova Law Review* is an experience which benefits a student both academically and professionally. With the formation of the *Nova Law Review* in 1993, *Law Review* students will also have an established network of practitioners who may provide law review topics, advice, and jobs. Equally important, *Law Review* membership presents an opportunity for students to meet new people and expand their social network.

6. MOOT COURT

Since its inception, The *Moot Court Society* has been one of the most prestigious and active honor societies of the Shepard Broad Law Center. Membership in the Society provides students with an opportunity to supplement their "book learning" with practical experience in appellate-level oral advocacy.

By participating in various tournaments, members of the *Society* apply their problem solving skills by writing an appellate brief on a specific problem and then arguing their case before a panel of judges. These skills are invaluable to anyone contemplating a career in litigation. The practical experience gained through *Moot Court* is also invaluable to student's employment prospects since many employers seek out students who are members of the *Society*.

Your opportunity to become involved in *Moot Court* occurs during the end of the second semester of a student's first year of law school. Students that elect to participate will compete in the annual Feinrider First Year Competition. Students who are successful in this competition will become Candidates for *Moot Court* Membership. Additionally, students may also become Candidates by demonstrating excellence in persuasive writing during their first year of law school. LSV professors chose one

student from their section to become Candidates for *Moot Court* Membership. Students who are invited to become Candidates will have an opportunity to solidify their membership during a ceremony held during the second year of law school.

Once a student becomes a member of the *Society*, you will have a chance to compete for a position on one of the *Society's* traveling teams. The *Society* proudly sends teams each year to various competitions across the country.

Throughout the year, the *Moot Court Society* will invite you to attend our functions. We encourage you to watch our excellent advocates develop and refine their advocacy skills. Please stop by our office located on the third floor of the library if you have any questions.

7. **STREET LAW** (Adjunct Professors M. Rocque and R. Diaz)

What is Street Law?

Street Law is a law school course that involves law students teaching law related education in area high schools and middle schools. Because of the nature of the course, it is more than simply a traditional, book-oriented class. On the other hand, it is very different from typical clinical education currently offered in the law school curriculum.

One significant difference that makes Street Law unique is the fact that it does not directly deal with case law or law students acting as lawyers. The major role played by law students is that of teacher. Law students go into high school and middle school classes attempting to teach students about the law, lawyering, and the relationship between these things and the real world.

As a teacher, the law student must prepare a lesson plan for each class and be ready to teach about a particular subject matter. Most of the course takes place in the area high and middle school's classrooms. Some learning, however, takes place on field trips to the Courthouse, or from guests such as police officers who may be brought into the class to explain to students how laws are applied in practice.

The law students are still students themselves, however, and attend the Street Law at the Nova Southeastern Law Center 7-10 times each semester. The classes at the Law Center teach the law students several things. First, the law students are given assistance in pedagogical techniques that they may utilize when they go to high schools and middle schools. Second, the law students are given a review in several substantive areas of law, including evidence, trial advocacy, and basic criminal law and procedure. Because the high school and middle school students often know very little about the substantive areas of law, the level of discourse in the high school and middle school is not often technical or advanced.

To satisfy the requirements of the American Bar Association and the Nova Southeastern Law Center, the students in Street Law are required to complete a term paper in addition to their teaching responsibilities and attending the law school classes. This term paper is a research paper in which the law students are asked to take a position about a legal subject associated with juvenile or educational law. In the past, students have written papers about death penalties for children, the Florida "hearsay" exception for victims of child sexual abuse, and the current state of juvenile law.

Supervision is provided by the adjunct professors at Nova Southeastern who teach Street Law, as well as the associated high school and middle school teachers with whom the law student is teaching. Contact is maintained on a regular basis between the regular high school and middle school teachers and the adjunct professors at Nova Southeastern, to avoid any problems before they arise.

The program is conducted on a semester-long basis. The subject matter of the program generally fits into definite categories. The introduction of the program is generally an introduction to law such as interpretation and the role of precedent. After a brief introduction as such of a week or even less, the focus shifts to criminal law and procedure. The focus soon is on mock trials, and the components of trial advocacy. The end of the semester culminates in a mock trial competition held at the Broward County Courthouse in which most, if not all, of the schools participate. There are separate competitions for the high schools and middle schools.

This general format which focuses on a mock trial competition need not be followed. In the past, some schools have focused on case law, and learning about various legal rules and principles. Since most of the students enjoy actively participating in law related education, the mock trials have proved popular and enduring.

8. SUPERVISED RESEARCH

Supervised research, a non-classroom credit, is described in Appendix A to the Code of Academic Regulations. Be sure to check prerequisites before attempting to enroll in the course.

9. NON-LAW COURSES

Pre-approved non-law courses count as non-classroom credit. Requesting permission to receive credit for non-law courses is described in Appendix A to the Code of Academic Regulations.

FLORIDA BAR EXAM

APPLICATION TO THE FLORIDA BAR

First year students should download from our website a "First Year Application". Students must complete and file these forms with the Florida Board of Bar examiners to become a student registrant, and thereby initiate the application process. At the beginning of their final year in law school, students should download a "Converter" application and file all required forms. This will activate the Bar application and authorize the character and fitness investigation.

It is to your advantage financially to file the completed "Beginning Law Student Packet" within 180 calendar days of your commencement in law school. The fee during this time period is \$75.00, a savings of \$425.00 off the complete application fee of \$875.00. (If you file between 180-195 calendar days, the fee will be \$100.00. If you file between 195-250 calendar days, the fee will be \$200.00; after that, the fee will be \$500.00). The balance of \$375.00 is due upon filing the "Converter Forms Packet." All necessary instructions, information, and fee schedules are contained in the packet, along with a copy of the Rules of the Supreme Court of Florida Relating to Admissions to the Bar. Applying immediately to the Bar is strongly advised.

To download the Florida Bar Application:

- Go to our home page (<http://www.nsulaw.nova.edu>)
- Click on Student Affairs
- Click on Florida Bar Application (located on the left hand side of the page)

REGISTRATION

***There is a registration and a drop/add period for every semester**

A. FIRST YEAR

The first year curriculum is required. Full-time day program students are assigned by Student Affairs to one of five sections in which they remain for both semesters of the first year. Evening program students are also assigned to their own section in which they are enrolled in a reduced course load for three semesters.

UPPERCLASS: REGISTRATION

Upper-class registration is conducted through the University Information System. Full-time day students are required to register for a minimum of 10 credits and maximum of 18 credits each semester. Part-time students must register for a minimum of 8 credits and a maximum of 12 credits. It is your responsibility to comply with all requirements, including prerequisites. Registration for classes conflicting in time will not be processed, and registrations not in compliance with Law Center rules are subject to cancellation. A student must satisfy all prerequisites for a course before the course begins. All course descriptions and prerequisites are listed on the Web site. Prerequisites cannot be waived. A student who registers for a course for which he or she does not have the prerequisites will be withdrawn from that course.

If you have a financial hold on your account from a previous balance or fail to pay tuition and fees by the deadline, you will be unable to register. If it has not been resolved before the registration period has ended, you must wait until the drop/add period to register.

The selection process for third year Clinics takes place in the fall semester of your second year. If you are admitted to a Clinic and wish to enroll, you must register by the deadline for the term in which you are doing Clinic.

COURSE APPROVAL FORMS AND OTHER REQUIRED FORMS

Written professor approval is required for the following courses: Supervised Research, ATLA, Clinic, and Interscholastic Moot Court Competitions (not Intramural Moot Court). The professor may indicate approval by signing your Student Transaction Form before you submit it to Student Affairs.

FACULTY ADVISORS: If you need advice on which courses to take, please see your faculty advisor or another faculty member before you register.

EXAMS: GENERAL PROCEDURES

These procedures have been adopted and amended after a committee process which involved input from students, faculty, and the administration. Exam instructions may vary among individual faculty, so pay close attention to the instructions for each of your exams.

1. **Exam Dates:** each term schedule includes the exam dates for all courses with scheduled exams.
2. **Anonymous Numbers:** Each term you are registered for classes, you are randomly assigned an anonymous exam number. You must record your anonymous number on each exam book. You must pick up your number in Student Affairs prior to the start of your first exam, and you must show your student ID when requesting your number. The proctor will verify that each student has a current anonymous number. If you do not have your number with you, your number will be obtained for you just prior to the start of the exam. It is an Honor Code violation to place your name on your exam or to identify your exam to your professor.
3. **Room Assignments:** During the exam period, room assignments are posted on a daily basis in the first floor hallway 20 minutes before exams are scheduled to begin. You must report to the assigned room at least 15 minutes before your exam is scheduled to begin.
4. You should bring to the exam room only items which you are permitted to use during the exam. Under no circumstances may you keep materials such as books, notes, or outlines at your seat or within reach unless their use is expressly authorized during the exam. You must place all unauthorized materials in the front of the room before signing in or picking up exam books. All beepers, alarm watches, and cellular telephones must be turned off. It is a violation of the Honor Code to keep unauthorized materials at your seat, whether they are in your purse, wallet, pocket, or elsewhere within reach.
5. All students must sign in before exams are distributed.
6. After signing in, you should pick up exam books and sit quietly in your seat until the proctor is ready to begin the exam. Students should not sit closer together than every other seat. Students must follow the proctor's instructions concerning seating. A student who fails to follow the proctor's instructions will be excluded from the exam. A student who is excluded from the exam will receive an "F" on the exam.
7. Students may not smoke in the exam room or anywhere else in the building.
8. When time is called, all students must stop writing/typing immediately. Continuing to write/type after time has been called is a violation of the Honor Code and violators will be prosecuted.
9. After signing in, students may not leave the examination room without the proctor's permission until the exam has begun. At all other times during the exam, students may leave the room for a restroom or cigarette break without signing out.

Students who leave during the exam cannot take the exam from the exam room. If you leave the room for a break, leave your exam face down at your seat.

10. From the moment the exam begins until you have turned in your exam answers, you may not converse (e.g., speak, exchange any information, or exchange any writing) with anyone except the proctor, a member of the law school administration (e.g., a dean or director), or if the faculty member whose exam is being given has expressly authorized questions during the exam. In addition, students who have taken the exam and those who have not taken it may not discuss the exam prior to its completion by both parties. **BEWARE!** These prohibitions include idle conversation in the halls and restrooms. Should your exam be interrupted by evacuation of the building, this prohibition applies during the evacuation period as well.
11. Examination books must be properly identified. The following information must appear on the front of each exam book:
 - a. your anonymous number (not name or SSN);
 - b. course name ;
 - c. professor's name;
 - d. date of examination;
 - e. the number of each exam book and the total number of books (i.e., 1 of 3; 2 of 3; 3 of 3; or 1/3; 2/3; 3/3).

AFTER THE EXAM

Unless otherwise instructed, you must turn in all exam books, including any unused books or books used for scratch paper, and the examination questions and handouts, if any.

SPECIAL PROCEDURES: TAKING EXAMS ON COMPUTERS, ACCOMMODATIONS, AND INCOMPLETES

TAKING EXAMS ON COMPUTERS

1. Students must complete the registration form, which is located on the Student Affairs website.
2. Each student is responsible for making sure that all exam software has been loaded onto his/her computer. Each student is responsible for bringing an operational computer to the assigned examination room.
3. In case of any computer failure, each student should be prepared to write the answers to the exams in a blue book provided by the proctor. Additional exam time will not be permitted for computer failure.

ACCOMMODATIONS

Special accommodations may be made for students who have special needs which they believe prevent them from taking their exams under standard conditions. Students should contact Student Affairs as early as possible to discuss their needs and must follow the Law Center's procedures for such accommodations. Please see the immediately following section, "Disability-Related Policies and Procedures," for detailed information.

INCOMPLETES

If extraordinary circumstances prevent a student from taking an examination as scheduled, the following procedures must be followed. (1) The student must submit a written petition for an Incomplete to Student Affairs. **TO PROTECT YOUR ANONYMITY, DO NOT CONTACT YOUR PROFESSOR.** Except in the most compelling circumstances, the petition must be received before the examination begins. A student who is unable to submit the petition prior to the exam, should, if possible, call Student Affairs at 262-6127 or 262-6131, before the exam, and submit a petition as soon as possible. The petition must contain an adequate explanation of the circumstances which prevented the student from taking the exam as scheduled. (2) Any student requesting an Incomplete based on medical reasons must provide medical verification. Medical verification must include the following:

- (A) a diagnosis of the student's condition;
- (B) a statement that the student was in fact medically unable to sit for exam at the scheduled time; and
- (C) the complete name, title, address, and phone number of the medical professional providing the verification.

Except in the most compelling circumstances, this requires that the student be seen by the doctor before or at the exam time. If an Incomplete is granted, Student Affairs will make arrangements, in consultation with the faculty member involved, to administer a make-up exam. The faculty member has the ultimate authority in determining when a student may make up the exam: (1) soon after its originally scheduled date, (2) during an interim period, or (3) on the exam date the next time the course is offered.

"Extraordinary circumstances" justifying an Incomplete would include such events as death in the family and personal illness. Consult the Code of Academic Regulations for further information on Incompletes.

DISABILITY-RELATED POLICIES AND PROCEDURES

Nova Southeastern University is committed to achieving equal educational opportunity and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from participating in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity. This policy is derived from the University's commitment to nondiscrimination for all persons in employment and access to facilities, student programs, activities, and services.

CRITERIA FOR PROVIDING ACCOMMODATIONS

In determining whether to provide accommodations for students, the following questions must be answered [adapted from Sally Scott, *Determining Reasonable Academic Adjustments for College Students with Learning Disabilities*, 27 *Journal of Learning Disabilities*, no. 7, pp. 403-412 (1994)]:

Does the student have a disability?

A person with a disability is one who (a) has a mental or physical impairment which substantially limits one or more major life activities (including learning); or (b) has a record of such impairment; or (c) is regarded as having such an impairment?

Has the student provided adequate documentation?

To receive accommodations, students with disabilities must also provide adequate documentation from a clinician qualified to make such a diagnosis, and which gives detailed information about diagnosis, treatment, limitations, and length of time the diagnosis is expected to impact student functioning. For a learning disability, the Law Center requires a written diagnostic report (within the last three years) written by an appropriate professional, which includes (but is not limited to) the following: (1) a measure of intellectual assessment (e.g., WAIS-R); (2) a measure of information processing (e.g., Woodcock-Johnson); and (3) a measure of achievement (e.g., WRAT). Students are responsible for securing diagnostic evaluations and providing copies of such to Student Affairs.

Is the student "qualified"?

Can the student (a) meet the prerequisite academic and technical standards of a course or program and (b) can the student, with accommodation, perform the essential tasks of the course or program?

Is the accommodation reasonable?

An accommodation is reasonable if it (a) is based on documented individual needs; and (b) allows the most integrated experience possible; and (c) does not compromise the essential requirements of a course or program; and (d) does not pose a threat to personal or public safety; and (e) does not impose undue financial or administrative burden; and (f) is not of a personal nature (such as eye glasses or hearing aids).

If the previous four answers are affirmative, the accommodation must be provided at no cost to the student. If any of the previous four answers are negative, the accommodation need not be provided.

LAW CENTER PROCEDURES

Prior to enrollment, all admitted applicants are sent materials regarding disability-related services, including forms to complete and a statement of the appeals process for disability-related accommodations. Prospective students are urged to provide all requested information and documentation as early as possible before beginning law school.

Individuals who have disabilities for which they believe they need accommodations must complete a "Request for Disability Accommodation Form." Disability-related documentation prepared by appropriate professional service providers should accompany this form. In addition, an "Authorization Form for Documentation Release" and a "Professional Provider Conferral

Form" may need to be completed to allow Student Affairs to consult with students' professional service providers as well as other appropriate subject matter experts. Confidentiality of records is maintained at all times, and all necessary forms are available in Student Affairs.

All students who submit these forms will receive a "Disability Accommodation Notice Form" may file a petition seeking review of the accommodation(s). The petition must be received by Student Affairs within 21 calendar days of the decision date, noted on the "Disability Accommodation Notice Form."

A five-member committee--four full-time faculty members and the Director of the Disability Law Institute--will review the appeal petition. Committee members will receive relevant information from the petitioner and Student Affairs. At its discretion, the committee may request additional information.

Within 10 working days of the petition's receipt, the committee will render a decision or advise the petitioner of the need for additional information or time. Committee decisions to deny the appeal will be reviewed by the Dean or Dean's designate. Students will then be notified of the final decision. Three votes are needed to reverse the decision to deny accommodations).

Please contact Student Affairs if you have questions or concerns.

OFFICE OF STUDENT AFFAIRS: GENERAL PROCEDURES

*OFFICE HOURS: Monday - Thursday 8:30 - 6:00
 Friday 8:30 - 5:00

*When school is not in session, the Office of Student Affairs hours are 8:30 am - 5:00 pm.

REQUESTS FOR INFORMATION: Please allow at least five working days for processing any request for information.

REQUEST TO OBTAIN INFORMATION FROM YOUR RECORDS FOR YOURSELF

A student desiring information from his or her student file must submit a completed "Request for Information from Records" form to Student Affairs. The most frequently requested item in this category is a copy of the application for admission.

REQUEST TO SEND INFORMATION TO THIRD PARTY

A student desiring information be sent from the Law Center to a third party must submit a completed "Request to Send Information to Third Party and Release" form to Student Affairs. The most frequently requested items in this category include sending information to prospective employers, other law schools, or out-of-state bar examiners.

INFORMATION REQUESTS FROM STUDENT ORGANIZATIONS

Student organizations at times need information from Student Affairs concerning the entire student body or individual students. The Family Educational Rights and Privacy Act requires us to treat student records as confidential information. Generally, we can only release published directory information (i.e., names, addresses, and phone numbers. It is not always possible, and it is rarely advisable, for us to release information on very short notice. Please follow the procedures outlined below to enable us to assist you throughout the year.

- (1) Any request for student information must be in writing and must first be submitted to your faculty advisor.
- (2) If the request is approved, your faculty advisor must then forward your request to the attention of Student Affairs. We generally are unable to process a request directly from a student. Faculty members have rights to receive information that generally do not extend to students.

- (3) A **request** should be received in Student Affairs at least ten working days in advance of the date you need the **information**. The earlier we receive the request, the more likely you will receive the information when you need it.
- (4) The **written** request must spell out completely the nature of the request, the reason for the request, and the persons who **will** have access to the information requested.
- (5) If the **request** is for confidential information about a particular student, a release form, signed by the student and **authorizing** release of information requested, must be attached to the request. Release forms are available in Student Affairs.
- (6) Any **person** who receives student information is bound to treat that information as confidential and use it only for the **purpose** for which it was released.

GRADES: POSTING AND MAILING

1. **POSTING OF GRADES** Once the exam period has ended, grades are posted on the Student Information System.
2. **MAILING FOR GRADES** Grade reports are mailed out by the University Registrar's Office to all students.

TRANSIENT STUDENT PROCEDURES

To obtain credit for **courses** taken at another law school, a student must follow all of the procedures listed below.

1. A student **must** petition for permission to obtain credit for courses taken at another law school. For a term during the regular academic year, a petition will be granted only upon extraordinary circumstances. For a summer term, permission is routinely granted in accordance with the procedures outlined.
2. All course **work** taken at another law school must be approved in advance.
3. Petitions should be submitted to Student Affairs and must contain the following information:
 - Your name, address, social security number, and the term for which you are seeking transient status.
 - The exact dates for the term at the school you will be attending.
 - For a regular term, the extraordinary circumstances upon which your petition is based.
 - A copy of the school's calendar for the semester you will be attending which clearly shows both the exact days that classes are regularly scheduled and all holidays and other days when classes are not regularly offered.
 - A copy of the school's schedule of classes offered (schedule must indicate all courses offered, as well as the days and times they meet).
 - Name and address of the law school (must be ABA approved).
 - Type of grading system utilized by the other law school.
 - Number of credit hours for which the student intends to register and whether they are semester or quarter hours.
 - Complete course descriptions for desired courses. List alternates in case the other law school cannot accommodate your first choice.
4. If the arrangements are approved, a letter will be sent to the other law school indicating that the N.S.U. student has permission to be a transient student. A copy will be sent to you.
5. No grade below a "C" earned at another law school will be transferred in for credit by N.S.U.
6. Grades earned at another law school are not figured into your grade point average at N.S.U. All approvals are conditioned upon your remaining in good academic standing. If your cumulative grade point average for work taken at the Law Center falls below a 2.0, you will be ineligible to be a transient student and no transfer credit will be accepted.

7. If the school you will be attending is on the quarter system, all credit hours earned will be converted to semester hours.
8. To earn full residency credit for a term at another law school, you must meet the residency requirements of N.S.U. Law Center as set out in the Code of Academic Regulations.
9. It is your responsibility to make certain that all transcripts are sent to Student Affairs, N.S.U. Shepard Broad Law Center, 3305 College Avenue, Ft. Lauderdale, FL 33314. You will not receive credit at N.S.U. for courses taken at another law school until an official transcript is received directly from the other law school.

WITHDRAWAL

A student contemplating withdrawal from the Law Center should consult with Student Affairs before taking such action. In order to withdraw officially, a student must submit to Student Affairs a completed Student Transaction form and a written petition to withdraw. Before a petition to withdraw can be approved, the student must satisfy all obligations to the Law Center and the University, including a Financial Aid Exit Interview. If a student seeks to withdraw during a term, the rules concerning withdrawal from a course also apply. Note: Notifying your professor or Financial Aid of your intention to withdraw or merely ceasing to attend class does not constitute an official withdrawal. A student who has registered will be considered enrolled in the Law Center and charged tuition until he or she does officially withdraw.

A student contemplating withdrawal from a specific course must petition Student Affairs in writing and should consult the section(s) of the Code of Academic Regulations regarding withdrawal for the appropriate procedures and limitations.

TUITION REFUND POLICY

STUDENTS WHO WITHDRAW FROM ALL CLASSES:

If a new first year student withdraws from all classes before the end of the first week, we refund 95% of tuition. We retain 35% of tuition for withdrawals during the second week of class and 66% for withdrawals during the third week. We retain all tuition if the student withdraws after 25% of the semester is concluded.

If a returning student withdraws from all classes after classes have begun, but before drop-add has ended, tuition is refunded.

If a student withdraws from all classes after drop-add has ended, tuition will be refunded according to the following schedule:

1. Withdrawal within 5 business days from the end of drop-add, 25% of tuition is retained by the Law Center.
2. Withdrawal within 10 business days from the end of drop-add, 50% of tuition is retained by the Law Center.
3. Withdrawal within 15 business days from the end of drop-add, 75% of tuition is retained by the Law Center.
4. Withdrawal on or after 15 business days from the end of drop-add, 100% of tuition is retained by the Law Center.

STUDENTS WHO PAY PER CREDIT HOUR AND WITHDRAW FROM ONE OR MORE CLASSES, BUT NOT FROM ALL CLASSES:

If a student who pays per credit hour withdraws from one or more classes, but not all classes, before drop-add has ended, all tuition for the class(es) dropped will be refunded.

If a student who pays per credit hour during the Fall/Winter semester withdraws from one or more classes, but not all classes, after drop-add has ended, tuition will be refunded according to the above schedule (paragraphs 1-4).

Intensive Trial Advocacy: All portions of the tuition for this special class are non-refundable.

International Programs: Summer Abroad. A non-refundable deposit is required in order to participate in these programs. Refund information for International Programs may be different from the above policy. Contact International Programs for exact policy.

LEAVE OF ABSENCE

A student may petition Student Affairs for a leave of absence. Upon a showing of good cause and provided that the student is in good academic standing, a student may be granted a leave of absence for a period of up to one academic year. A student who has not completed his or her first year of law school may request a leave of absence even if his/her G.P.A. is below a 2.0. Such a student may be granted a leave of absence between the first and second semesters for a period up to one academic year with the understanding that upon returning to the Law Center the student's G.P.A. must be raised to a 1.75, or the student will be subject to academic dismissal. For further information with regard to a leave of absence or academic standing, please refer to the Code of Academic Regulations.

ACADEMIC STANDING, PROBATION, AND DISMISSAL

Please refer to the Code of Academic Regulations for complete rules on academic standing, academic probation, and academic dismissal.

STUDENT EMPLOYMENT

FIRST YEAR STUDENTS:

Law Library: See Director of Library

Financial Aid: Federal College Work Study - go to the Financial Aid Office

SECOND AND THIRD YEAR STUDENTS:

Research Assistants: Seek positions with individual professors. Employment forms are generated by the Office of Administrative Operations, to which faculty should submit written requests to hire specific students.

Individuals with Disabilities & Mediation: See Fran Tetunic, Administrator of Disability Law Institute.

Career Development: See Director of Career Services for assistance in locating part-time positions and/or volunteer positions during the academic year and summer term.

OTHER PROGRAMS

CENTER FOR THE STUDY OF YOUTH POLICY

The Center for the Study of Youth Policy at Nova Southeastern University, Shepard Broad Law Center, researches and develops programs and policies dealing with children's issues, including juvenile justice and child welfare. Besides the Nova Southeastern Center, there are also Centers for the Study of Youth Policy at the University of Pennsylvania and the University of Utah.

The Nova Southeastern Center provides information and assistance to advocates, practitioners, judges, and policy-makers concerned with effective youth policies at the national, state, and local levels. The Center disseminates its own research and publications, as well as material from other sources.

The Center is presently coordinating three major projects: the National Juvenile Detention Initiative, the Florida Juvenile Detention Initiative, and the Key Decision Maker Project.

Both the National and Florida Juvenile Detention Initiatives are demonstration projects, where the Center oversees the implementation of juvenile detention reform in five cities across the United States and four sites in Florida. This project includes training seminars, written reports, technical assistance, and on-site consultations centered on implementing juvenile detention reform and alternatives to traditional detention.

As part of the Florida Detention Initiative, the Center is conducting an evaluation of the specialized case management project, implemented by the Florida Department of Juvenile Justice. This project was initiated in Pompano Beach, Florida, and focuses on reducing minority overrepresentation in the juvenile justice system by improving the quality of local community-based service.

The Key Decision Maker Project involves working groups consisting of key policy makers in a number of states across the country that focus on each state's juvenile justice issues and initiatives. The Center assists these groups with consensus building, networking, policy reform, and technical assistance.

In addition to these three primary projects, the Center regularly researches new juvenile issues and maintains a high profile in the children's rights field. Students seeking information about the Center should contact Judge Frank Orlando, Director of the Center.

DISABILITY LAW INSTITUTE

The Disability Law Institute is a resource center for disability law issues in the state of Florida. Established in 1988, the Institute provides litigation assistance to attorneys handling disability law cases and information to the public regarding disability law matters. The Institute responds to requests for information and provides speakers on topics such as the Americans with Disabilities Act.

Specially selected law students assist the Institute and serve as Florida Public Service Fellows. They receive fellowship funds providing technical legal assistance to the public interest and pro bono attorneys handling disability and children's rights cases.

For additional information, see Fran Tetunic, Director of the Disability Law Institute, or Professor Joseph Smith, Jr., Faculty Advisor to the Institute.

MEDIATION PROGRAM

The Shepard Broad Law Center Nova Southeastern University Mediation Program provides quality no-cost mediation services to assist the court, government agencies, disputants and the community. Specially selected and trained law students, under the supervision of court-certified mediators, mediate approximately 600 cases each year.

In response to community needs, the program has evolved since its commencement in 1991. Originally conceived as a mediation program for children considered at risk of entering the juvenile justice systems, we now also mediate juvenile diversionary, restitution, and employment discrimination cases. The program has two components: juvenile mediation and employment discrimination mediation.

JUVENILE MEDIATION

Our program provides mediation services for juveniles, their parents, victims, or other disputants. It targets juveniles considered to be at risk of entering the juvenile justice system, and serves as a diversionary program for juveniles arrested for misdemeanors. Law student mediators also provide juvenile restitution mediation services at the Broward County Courthouse.

Mediation provides the juveniles a process through which they are empowered and enabled to amicably resolve their disputes, while retaining a responsibility and accountability for their actions and inactions. Specially selected law students receive mediation training and conduct the juvenile mediation sessions.

EMPLOYMENT DISCRIMINATION MEDIATION

Experienced law student mediators co-mediate with a court certified mediator to provide services for United States Equal Employment Opportunity Commission and United States Postal Service employment discrimination cases. The issues cover a

range of employment discrimination law, including the Americans with Disability Act, Title VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Equal Pay Act.

For additional information, see Fran Tetunic, Mediation Program Director.

THE FAMILY AND CHILDREN'S LAW CONCENTRATION

The Family and Children's Law Concentration is an innovative program assisting students interested in practicing family law, including dissolution of marriage, child custody, adoption, juvenile justice, and children's rights. Through a curriculum of required courses and additional participation with mentors, special projects, and working within the field, students become well rounded and -versed in all areas of family law practice. The program does not limit students in their course selection or career pursuits to the field of family law, and students receive a certificate noting their completion of the concentration upon graduation.

First year students interested in the Family and Children's Law Concentration should attend informational sessions about the program during the Fall semester. The application procedure takes place in January, and students selected for the concentration and begin their participation in February of their first year.

INDIVIDUALS WITH DISABILITIES PROJECT

The Public Service Program of the Individuals with Disabilities Project, administered by the Disability Law Institute, is funded by a grant from the Law Students' Assistance Program of the Florida Bar Foundation. The program provides fellowships to students interested in learning, first hand, about the problems that confront individuals with disabilities and the laws that protect their civil rights. Students accepted as IDP Public Service Fellows are required to take a related course such as the Civil Rights of Individuals with Disabilities, Law and Education, Psychiatry and the Law, or the AIDS seminar. In addition, they spend up to 300 hours assisting attorneys who represent people with disabilities and/or doing research projects for the Disability Law Institute.

Each year fifteen students are selected to be Public Service Fellows because of interest and enthusiasm. Students apply in January, are notified in March, and start their public service either in the summer or the fall term. For more information about the IDP, contact Professor Joseph F. Smith, faculty advisor to the project and to the Disability Law Institute, or Fran Tetunic, Director of the Disability Law Institute.

PRO BONO STUDENTS AMERICA

Pro Bono Students American (PBSA) is a national program which matches law students with volunteer public interest positions during their tenure in law school. Through a national database containing thousands of volunteer positions locally and nationwide, students may be placed to work *pro bono* for organizations during any semester, break period, or for the summer. In addition, the database now contains information on paid, post-graduate public interest position across the country.

The mission of Pro Bono Students America is to encourage students to do volunteer work during law school, to instill a *pro bono* ethic in law students, to provide a tool to assist law students in making education and career choices, and to aid underserved communities.

Law students interested in gaining hands-on legal experience at such diverse organizations as the State Attorney's Office, Legal Aid Services, and special interest advocacy centers should complete a student interest form at the Public Interest Law Center. Students are encouraged to come into the Public Interest Law Center, located in the Career Development Office, and register with the program at any time. Positions are available for 1L, 2L, and 3L students. All positions available are eligible for students to either apply for fellowship funding or to receive recognition in the Pro Bono Honor Program.

THE ACADEMIC RESOURCES PROGRAM

The Academic Resources Program has grown out of the Law Center's commitment to provide quality legal education to a diverse community of students. In order to help meet that commitment, the Academic Resources Program offers many opportunities to our first year students to help ease their transition into law school and an active learning environment. Whether a first year student is a "traditional" law student coming straight from college, or a "non-traditional" student making a mid-life career change; whatever a student's race, gender, or sexual orientation, the Academic Resources Program offers some opportunity to the first year student to get a sense of belonging at the Law Center, to learn what law school is all about, and to learn how to develop and improve the skills needed to succeed in law school. Among the resources offered are Success Workshops focusing on study skills, problem solving and exam preparation, study tutorials where second and third year students help first years, writing workshops, and individual assistance for struggling students. The Law Center is committed to the success of all students, and the Academic Resources Program seeks to help students work effectively to ensure their own success.

BUILDING MATTERS

BULLETIN BOARDS: POSTING POLICIES AND PROCEDURES.

1. **BULLETIN BOARDS:** Use thumbtacks or push pins and post only on the appropriate bulletin board. Items may not be tacked, taped, stapled, etc. to windows, walls, doors, etc.
2. **PULL DATE:** Everything posted at the Law Center must include a pull date--the date when the item is to be removed.
3. **STUDENT ORGANIZATIONS:** All student organization information will be posted on the bulletin boards in the Student Organization Rooms (Rooms 162-166). The Student Bar Association assigns space and is generally responsible for these bulletin boards.
4. **FACULTY POSTING ITEMS OF INTEREST TO STUDENTS:** One bulletin board in the Student Organization Rooms is reserved for posting by faculty of items of interest to students. Bulletin boards on the second floor, in alcoves not assigned to a particular faculty secretary, may also be used for this purpose.
5. **INFORMATION ON JOBS & LL.M. PROGRAMS:** Information on jobs and LL.M. programs will be handled by, and where appropriate, posted in the Career Services Office or on the Web.
6. **INFORMATION ON SCHOLARSHIP CONTESTS AND FINANCIAL OPPORTUNITIES FOR STUDENTS:** Information on scholarship contests and other financial opportunities for students will be forwarded to the President of the Student Bar Association for posting in the Student Organization Rooms.
7. **OFFICIAL NOTICES FROM THE OFFICE OF THE DEAN:** Official notices from the Office of the Dean will be posted on the two glass covered bulletins boards in main corridor.

PARKING, PUBLIC SAFETY AND OTHER BUILDING CONCERNS

1. **PARKING:** Students are prohibited from parking in spaces reserved for faculty and staff between 8:00 a.m. and 5:00 p.m. Monday through Friday. This parking regulation is in effect throughout the year, including breaks, exams, and summer school. Violators will be sanctioned and may be towed or booted. Any student who parks at the Law Center must display an NSU Law Center parking sticker on his or her vehicle. Student parking stickers are available from the receptionist in Administration, upon completion of an application form.
2. **ROOM RESERVATIONS:** Rooms in the Law Center may be reserved for student activities and functions when such functions do not interfere with classes and exams. Student groups are encouraged to plan functions and submit room requests as far in advance as possible. Students wishing to reserve rooms must do so through the receptionist. Everyone's cooperation is needed to help ensure that all activities are accurately reflected on the Law Center's global calendar. Individuals reserving rooms for activities of interest to the law school community must provide information including time,

date, place, and who is invited when making the reservation. Rooms may NOT be used during the exam period as study areas.

3. **PUBLIC SAFETY: NOVALERT:** Do not hesitate to call NOVALERT at 262-8999 with any safety concerns, which include but are not limited to emergencies and after hours assistance. At night, you may call NOVALERT from the Law Library, or from the telephone to the left of the elevator (atrium first floor). Any students leaving the building after dark are encouraged to call NOVALERT to have a public safety officer escort them to the parking lot. For any other concerns, please do not hesitate to call NOVALERT's office number at 262-8981.
4. **POLICY DISCOURAGES EATING AND DRINKING IN CLASSROOMS:** Eating and drinking are prohibited in the Courtrooms. In addition, it is our policy to maintain the Law Center as a professional building. Consequently, the faculty strongly discourages any eating in any classroom. Furthermore, the drinking of beverages, which, if spilled, might harm school property, is also strongly discouraged. The administration may prohibit eating or drinking in any location, and any professor may prohibit eating or drinking in his or her class.
5. **OTHER BUILDING CONCERNS:** Any faculty, staff, or student concerns with the building, equipment, parking, room usage, vending machines, etc., should be directed to Richard Corbyons, Facilities Manager at 262-6013.

STUDENT COUNSELING SERVICES

General - Each first year student is assigned a faculty advisor with whom they are encouraged to meet and discuss curriculum planning. Assignment of faculty advisors is not intended to restrict students from approaching any other faculty member; it just provides a place to start.

The NSU Clinic: Psychological Counseling - All NSU students are entitled to use the free psychological counseling services offered at the clinic. The counseling service is directed by Dr. Barry Schneider, a well-known clinical psychologist and a professor in the School of Psychology and Nova Southeastern. Any personal and/or learning-related problems may be addressed and referrals will be made if necessary. Students may call 262-6401 to make an appointment.

Brain Injury Rehabilitation Program - The university's Brain Injury Rehabilitation Center provides neuropsychological assessment of functioning related to brain injuries, which may result from accidents, illness, or other circumstances. Complete learning disability testing is also offered. Any student with a problem arising from a brain injury is eligible to receive services, as are any students experiencing specific cognitive difficulties. To schedule an appointment, please call 262-7202.

Family counseling - Should family counseling be necessary, the Family Center of Nova Southeastern University provides a full range of diagnostic, therapeutic, and educational services for children and families. Fees are discounted for Nova Southeastern University students. Call 262-7450 for more information.

The Wellness Center - The Wellness Center, staffed by a full-time Health educator, promotes wellness and advocates healthy lifestyle choices for the Nova Southeastern community. The Wellness Center coordinates and develops ongoing health education programs to include the following: stress management, nutrition, fitness, AIDS, STD's, substance abuse, and alcohol awareness. In addition, the Wellness Center provides a library of health information resources that include the above topics. Literature is free to students. Videos, tapes, and books can be loaned on a weekly basis.

The Wellness Center has developed a physician referral network to assist students with their health care needs. For convenience, and to better serve the health needs of the student, the Wellness Center provides basic first aid, over the counter medication, and condoms. The Wellness Center also offers student health insurance, and a dental plan for students interested in obtaining coverage.

The Wellness Center believes that the promotion of mental health is just as important as the promotion of physical health. Student counseling services are coordinated through the Wellness Center. One hour counseling sessions are provided weekly. This service is free to the NSU student and is provided by student interns from the Psychology doctoral programs. To schedule an appointment for student counseling, call 262-6401.

For more information, please call the Wellness Center at 262-7052, or visit the Center, Monday - Friday, 9:00 a.m. - 5:00 p.m.

OFFICE OF THE UNIVERSITY REGISTRAR (located on the first floor of the Administration Building)

TRANSCRIPT REQUESTS

Students may request from the University Registrar's office, a transcript reflecting all Law Center academic work completed or accepted. Transcript Request Forms are available at the University Registrar's office. An unofficial transcript is available for no charge. An official transcript requires a check or money order for \$5.00 for each transcript request. Students with delinquent accounts will be unable to receive transcripts. Student may view their transcript on-line using the NSU Student Information System.

DEFERMENT FORMS

Repayment on many student loans may be deferred while you are a law student. The University Registrar's Office processes hundreds of requests each term to complete deferment forms. Before you drop off a deferment form, please read the form carefully and provide all information that the form requires of you correctly and completely. DO NOT FILL OUT the Registrar's section. Paperclip a stamped addressed envelope to each deferment form. Failure to follow these procedures will delay processing and may jeopardize your deferment.

UPDATING INFORMATION IN YOUR STUDENT RECORD

A data change, for a student to change his or her name, address, or phone number in the University's records, can be completed on the Student Information System. After a data change has been submitted, it is a good idea to verify that the updated information has been entered in the computer. Please submit the changed information to Student Affairs for internal records.

To process a name change, go to the Registrar's Office and provide the required documentation. The type of documentation depends on the circumstances surrounding the name change. For example, if you were recently married, a copy of your marriage license would suffice. If your name has been changed as a result of a legal proceeding, a copy of the court order providing for your name change should be submitted.

STUDENT IDENTIFICATION CARDS

All law students are issued photo-identification cards after registering for their first semester at the Law Center. Each student should carry his or her ID card on school premises at all times. Your student ID card must be presented when using the law library and when obtaining exam numbers and other confidential information. Other University offices may also require you to present your ID.

Be sure you have a current validation sticker on your ID. Student IDs must be updated with current validation stickers two times per year; in July or August and again in January or February. First year students registering for the first time will receive validation stickers with ID cards. Validation stickers for updating your ID and replacement ID cards (\$5.00 fee) may be obtained from the University Registrar's office.

THE OFFICE OF STUDENT FINANCIAL AID (located on the first floor of the Administration Building)

As part of their ongoing efforts to improve service to financial aid applicants, NSU's Office of Student Financial Aid has a counselor available in the office of Student Affairs at the Law Center. The Financial Aid counselor can be reached by telephone at 262-7412 or by appointment Monday through Friday in the Office of Student Affairs.